1. Goals and Objectives for the Quarter

- Complete Year 3 goals & objectives regarding completion of content, location of learner resources, feedback on site, and audio introduction to the collection.
- Collaborate with LD Discussion group moderator to promote interactive professional development on literacy and learning disabilities.
- Collaborate with other CDPs whenever possible on training, marketing, and resource sharing.
- Use Web Trends data to help analyze current use of collection.
- Begin the work with CKG and NIFL staff to develop clearer selection criteria and a better process for resource selection.
- Write Year 4 Continuation proposal.
- Submit conference proposals to ProLiteracy, TN 2003 EvenStart Fall Training, and the Workplace Learning Conference.
- Conduct EvenStart training.
- Work with CLS web designer to revise collection’s navigation to increase accessibility to resources.

- Conduct EvenStart training and collect feedback on the collection.
- Search for high quality, interactive learner resources.
- Search for high quality teacher/tutor resources.

2. Activities initially planned for the Quarter. See # 1.

3. Barriers or Concerns Regarding Meeting Goals, Objectives, and Activities.

- Writing the Year 4 proposal took more time than anticipated. As a result, the revised content of the student/learner and teacher/tutor pages is still in process.
- We were unable to schedule a CKG conference call during this quarter, but will be holding at least one during Year 4, 1st Qtr, to work through the selection criteria and resource selection processes.
- We had difficulty finding a feasible way to provide audio to the whole site, but we now have a plan in place.
- The proposal submitted to ProLiteracy Conference was not accepted, so we will not be attending or presenting.

4. Major Outcomes During 4th Quarter

- Worked with CLS web designer to revise collection’s navigation to increase accessibility to resources.
- Re-thought the design and content of the Teacher/Tutor and Student/Learner pages.
- Presented workshop on the Collection at the 2003 TN EvenStart Training and disseminated materials for Family Literacy Special Collection as well as LD Collection.
- Identified several resources that contain high quality learner activities.
- Decided on concrete plan to provide audio for content of website.
- Wrote the Year 4 Continuation Proposal for this Special Collection.
- Collaborated with Donna Brian, Workforce Ed. Special Collection, in submitting a proposal to present at the Dec. 03 Workplace Learning Conference in Chicago. Our proposal, The Challenge of Learning Disabled Workers: Here’s Your Tool Box was accepted.
- Reduced number of dead links on collection through monthly broken-link alert software.

5. Problems Encountered in the Use of Project Funds. None

6. Assessment of Collaboration with NIFL Staff During the 4th Quarter and
Suggestions for Improvement.

- NIFL staff has been extremely helpful in providing information and clarification for the Year 4 renewal proposal.
- Email replies have been immediate and CDP conference calls have been timely.
- The CDP Info-Swap page continues to be a useful tool.

7. Assessment of Collaboration with CKG Members during the 4th Quarter and Suggestions for Improvement. The CKG was especially helpful in giving feedback and offering suggestions during the writing of the Year 4 Continuation Proposal. In addition, we have consulted individual members as needed.

8. Next Quarter’s Goals and Objectives, Expected Outcomes, Planned Activities, and Suggestions

- Work with web designer to complete revision of navigation and “look” of the website.
- Complete the new Student/Learner and Teacher/Tutor pages.
- Continue to search for high quality resources to add to the collection.
- Work with CKG to complete the rewriting of Specific Selection Criteria for the collection.
- Create rubric for Resource Review process.
- Try new Resource Review process and revise as needed.
- Add new CKG members who will assist with resource review.
- Work with Donna Brian on crossover page between the LD and Workforce Education Special Collections.
- Prepare for and make joint presentation (with Donna Brian) at Workplace Learning Conference in Chicago, December 7-10.
- Write proposal for COABE presentation
- Perform regular maintenance on the site.
- Plan the site evaluation process to begin in Qtr. 2
- Actively promote the collection via information releases to state directors, state and national discussion lists, newsletters, and through conference presentations.
9. Number of:

Materials Identified for the Special Collection: 22

Materials Web Published: 0

Materials Cataloged: 6

Records edited: (fixed url, added to collection, changed abstract etc) 9

Web Pages Launched & Updated: 0

Conference Presentations: 1-TN EvenStart 2003 Training

Conference Participants: 17

LINCS Marketing Materials Distributed: 17

Email Postings Marketing the Special Collections: 3

Technical Assistance/Reference Questions Answered via phone /email: 9

Other Phone Calls/emails: 0 Conference calls w/ CKG, 9 individual calls /emails/personal contacts w/ CKG members, 4 w/ NIFL staff, 1 conference call w/ CDP, 3 w/ individual CDP members.

Web Use Statistics: The following monthly statistics are for the period of


<table>
<thead>
<tr>
<th></th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>Quarter</th>
</tr>
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<tbody>
<tr>
<td><strong>Hits</strong></td>
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<tr>
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<td>157</td>
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### Comparison: 4 Quarters of 2002-2003

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